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ADMINISTRATIVE SERVICE

OFFICE OF THE CHIEF

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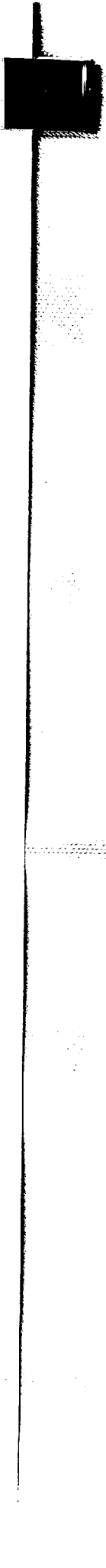
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ADMINISTRATIVE SERVICE

OFFICE OF THE CHIEF

STATEMENT OF FUNCTIONS

The Office of the Chief, ~~Administrative Service~~ is responsible for the overall coordination, supervision, policy, procedures, and general management of the various Divisions of the Service. The Office of the Chief conducts liaison with CIA activities, other Government agencies, and commercial firms in order to effectuate the most efficient and economical planning for the logistic support of the Agency; and provides internal office administrative services, including financial requirements, compilation of budget estimates, personnel administration, internal security controls and space arrangements.

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The maintenance of an internal improvement program for each activity of ~~Administrative Service~~ is an important function of the Chief, ~~Administrative Service~~. Such a program has been established in each Division and will continue to be expanded and improved for the purpose of increasing efficiency, speed and economy.

Because of the diversified nature of the activities of ~~Administrative Service~~ and the fact that they are distributed geographically in a variety of buildings, a schedule has been established for the Chief, ~~Administrative Service~~, and his two Deputies, whereby each of them visits two of the Divisions each week for the purpose of discussion of current and future programs and problems.

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